

NASA Headquarters

Office of Policy and Plans

Functional Leadership Plan

Associate Administrator for Policy and Plans

Date

Approved:

Associate Deputy Administrator

Date

The Office of Policy and Plans

Charting the future, honoring the past.

Mission

The mission of the Office of Policy and Plans is to:

- Lead the analysis, formulation, integration, and dissemination of Agency-level policies;
- Coordinate and lead strategic management activities;
- Manage NASA activities under the Federal Advisory Committee Act (FACA), including the NASA Advisory Council (NAC);
- Serve as the Agency focal point for historical activities; and
- Represent and advocate NASA's policy positions and plans to the White House, other Federal Agencies, and persons and organizations that affect national aeronautics and space policy.

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Introduction

The Office of Policy and Plans (OPP) is responsible for seven major functions:

- *Policy*
- *Planning*
- *Federal Advisory Committee Act (FACA) Oversight*
- *NASA Advisory Council (NAC)*
- *History*
- *Outreach*
- *Manage Strategically Crosscutting Process*

These are collaborative functions that work together to coordinate NASA's future direction. The Policy function ensures that NASA's policies are sound, consistent with external policies, and supportive of NASA's mission, and that pertinent external policy development takes into account NASA's interests and concerns. The Planning function coordinates the overall development of NASA's future activities in light of established and evolving policy direction and ensures that Agency plans cooperate to implement NASA's mission. Expert NASA groups chartered under the Federal Advisory Committee Act (FACA), including the NASA Advisory Council (NAC), provide a continuing source of external information on aeronautics and space developments that may affect NASA's policies and plans. Sound policies and plans require an understanding of the reasons for past successes and failures; the History function preserves and celebrates the record of NASA's achievement and also provides a source of policy and planning guidance based on experience. OPP communicates NASA's policies and plans within NASA and externally via an Outreach function that not only disseminates information but in addition seeks to better understand the views and expectations of our customers; this insight aids development of policies and plans. Finally, through the Manage Strategically Crosscutting Process, OPP seeks to bring about an Agencywide management culture in which all NASA organizations proceed together coherently, comprehensively, and expeditiously toward achievement of a single set of strategic goals.

In carrying out these functions, OPP frequently acts as staff to the Administrator, researching policy options, articulating NASA's future course through the Strategic Plan, obtaining expert counsel through the advisory groups, helping explain and commemorate NASA achievements, and representing NASA to certain sectors of the public.

The chart on the following page summarizes OPP's mission, key functions, and goals. The subsequent chart is a Roadmap showing the relation of goals to objectives and to indicators of success. At the end of this plan are charts showing OPP's linkages with other organizations and the relation of our major functions to our International Standards Organization (ISO) Office Work Instructions (OWI's).